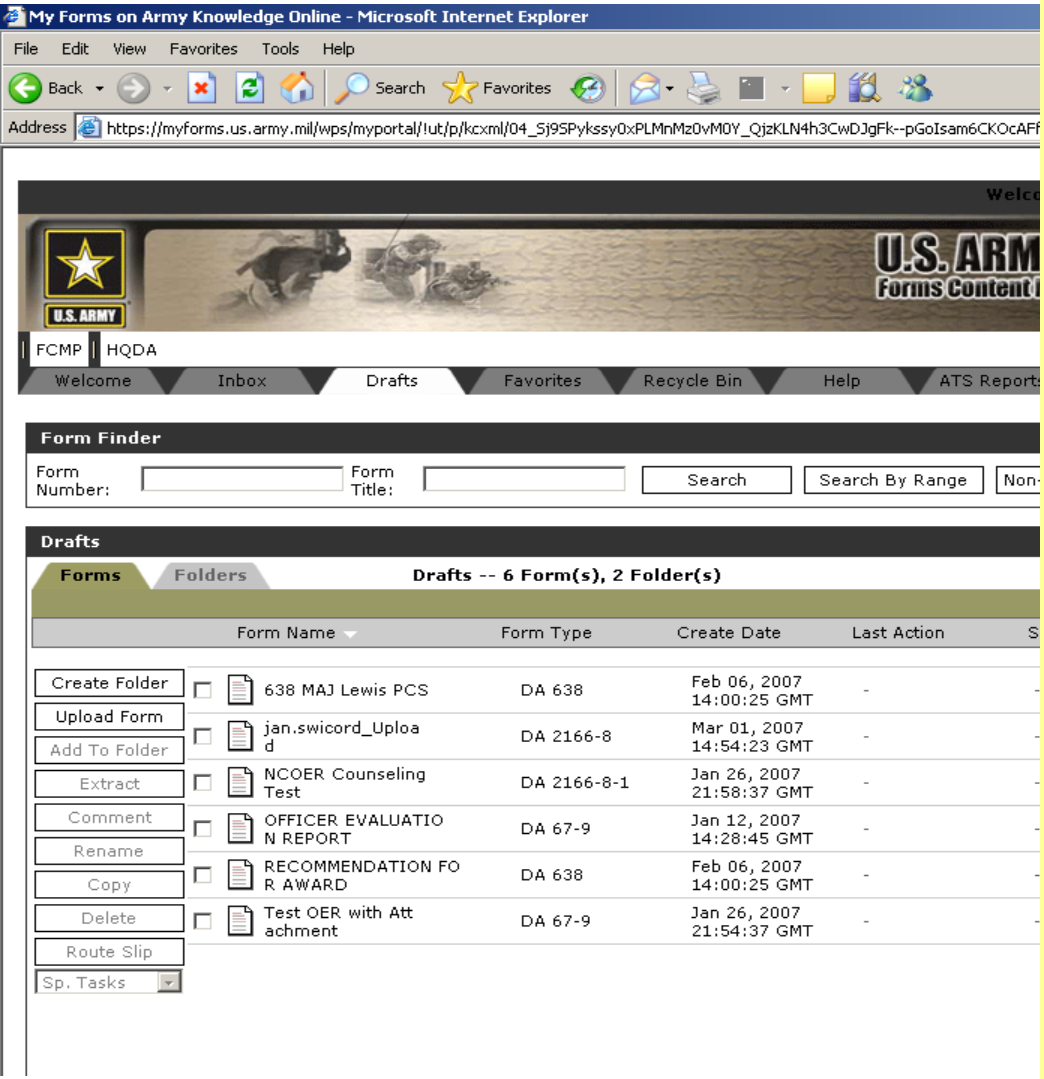
Specific Training

Section E: Send to HQDA (OER & NCOER) Special Tasks

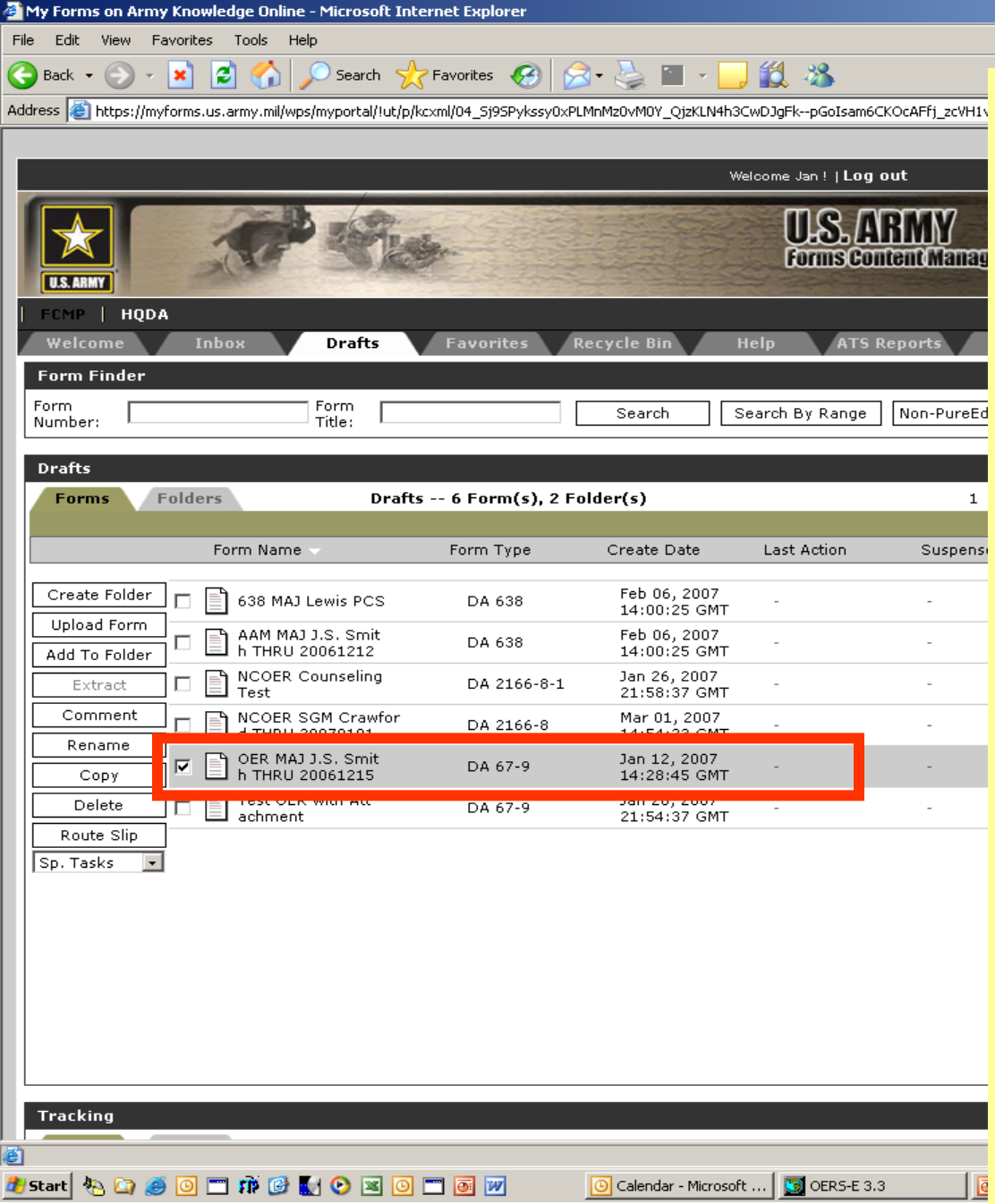
POC: ESO, tapcmse@conus.army.mil, (703) 325-9660 (DSN: 221) https://www.hrc.army.mil/site/Active/TAGD/ESPD(formerly_MSD)/msdweb.h
As of: 7 Apr 08



Task: Send an OER or NCOER to HQDA using My Forms portal on AKO.

Conditions:

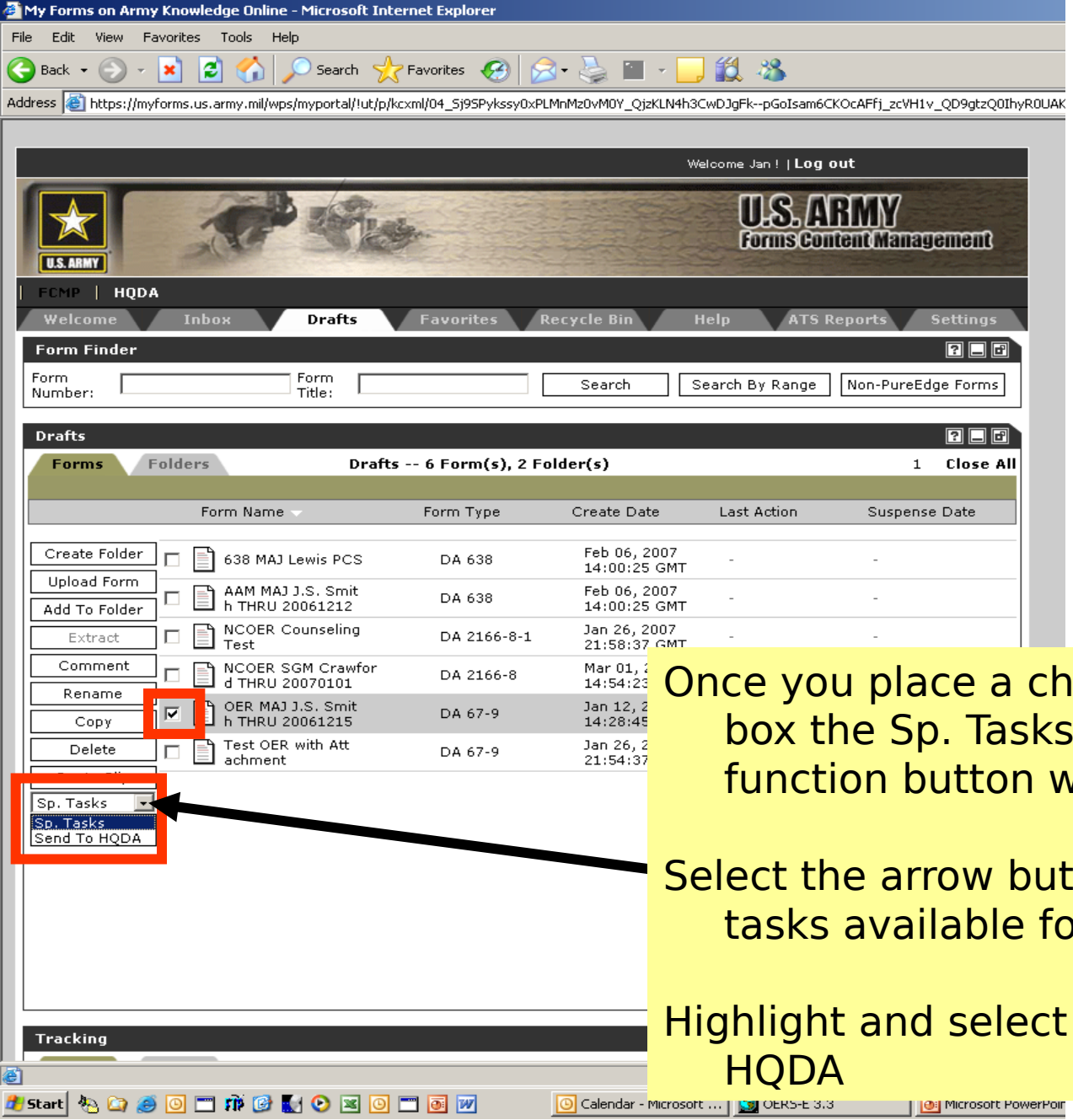
1. PureEdge OER & NCOER (.xfdl), with digital signatures applied by CAC, can be sent to HRC using this method assuming the correct version is used (see version slides for an explanation of that topic.)
2. Sender can be in either Drafts or Inbox.
3. Instructions on subsequent slides apply to OER and NCOER, all components. To make them work you just have to wait for the other OER & NCOER (by type and component) to be activated with this function.



Select the form you want to send to HRC for final processing by placing a check in the functions box.

- The evaluation should be one which has been completed and digitally signed by all rating officials, reviewing officials, and rated Soldier.
- You should be either the senior rater on the evaluation or a person authorized by the senior rater to send evaluation to HRC.
- Units should use their SOPs to identify who is authorized to submit reports to HRC. While the technology is different this/these person(s) will probably be whomever is

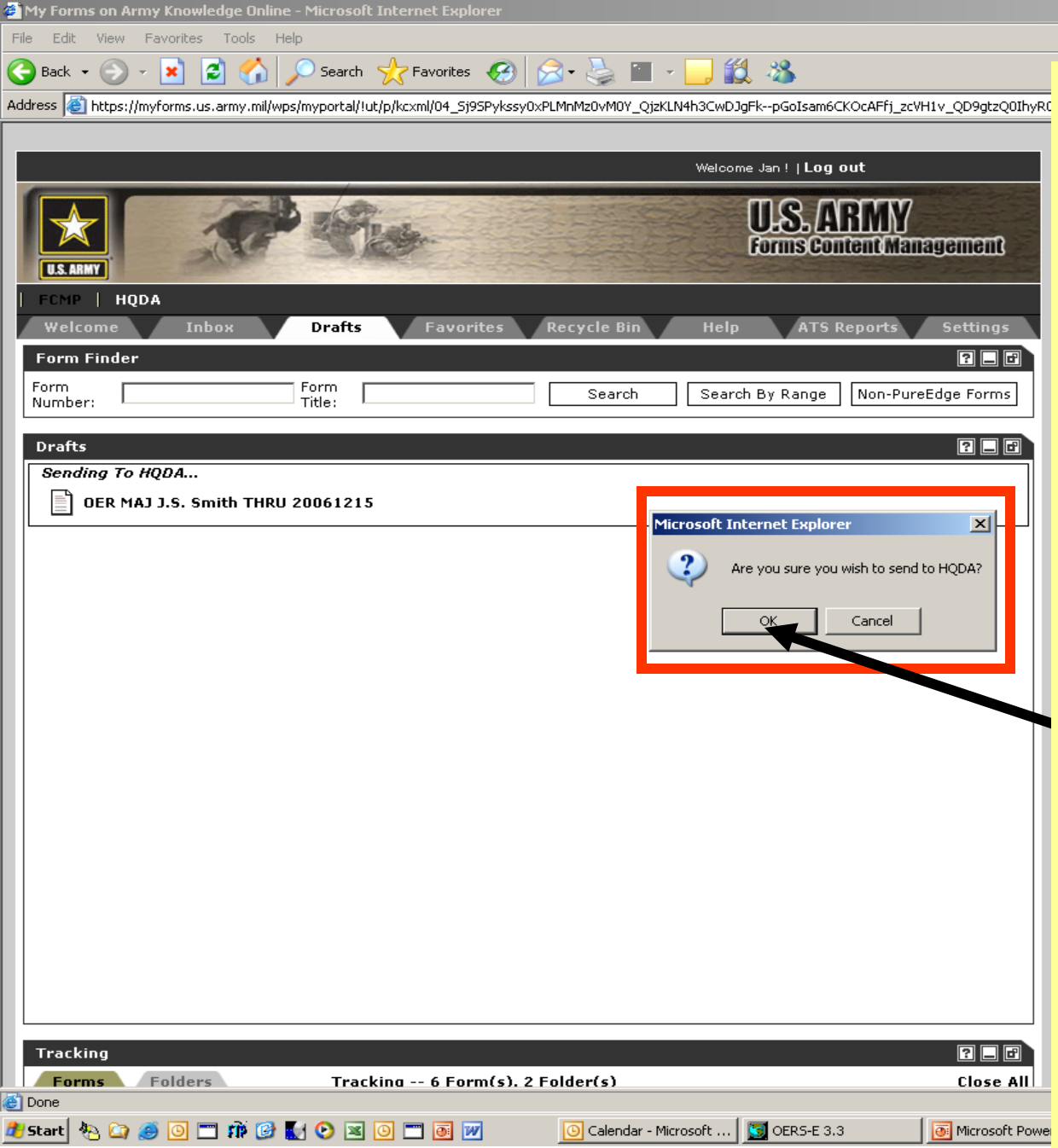
POC: ESO, tapcmse@conus.army.mil, (703) 325-9660 (DSN: 221) https://www.h
As of: 7 Apr 08



Once you place a check in the functions box the Sp. Tasks (Special Tasks) function button will activate.

Select the arrow button to show the special tasks available for this particular form.

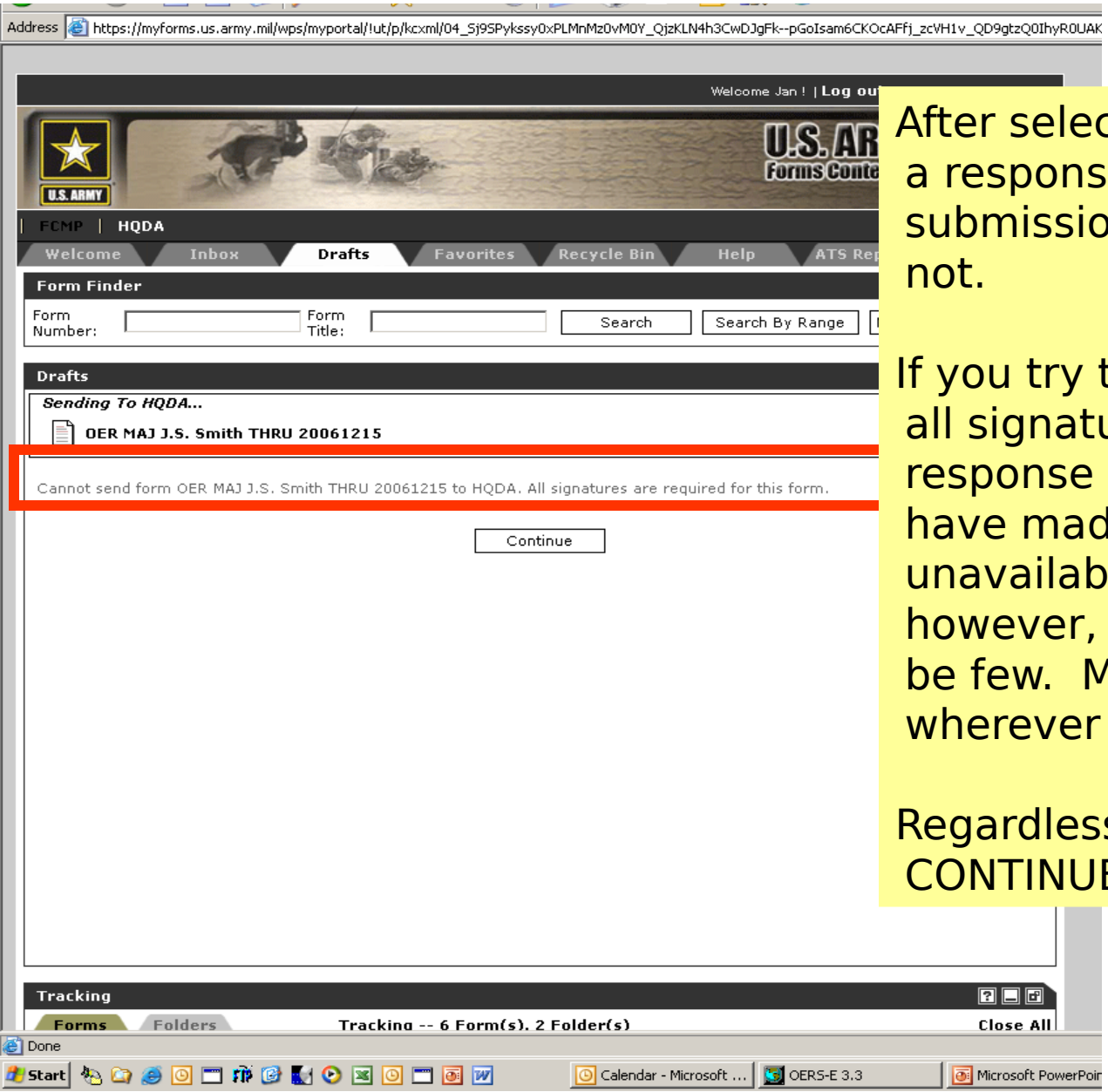
Highlight and select the task SEND TO HQDA



A dialogue box will ask you if you are sure you want to send to HQDA?

Select OK (assuming you are sure you have the correct and complete document for submission.)

Note: There is no way to recall the OER or NCOER after this point if you are incorrect or unsure. Review OER & NCOER prior to this making sure all information is present and correct as the rating officials intend and make sure you have SR approval to submit.



After selecting OK you will receive a response as to whether your submission was successful or not.

If you try to send a report without all signatures you will get the response highlighted in red. We have made allowances for unavailable rated Soldiers; however, those situations should be few. My Forms is available wherever AKO is available.

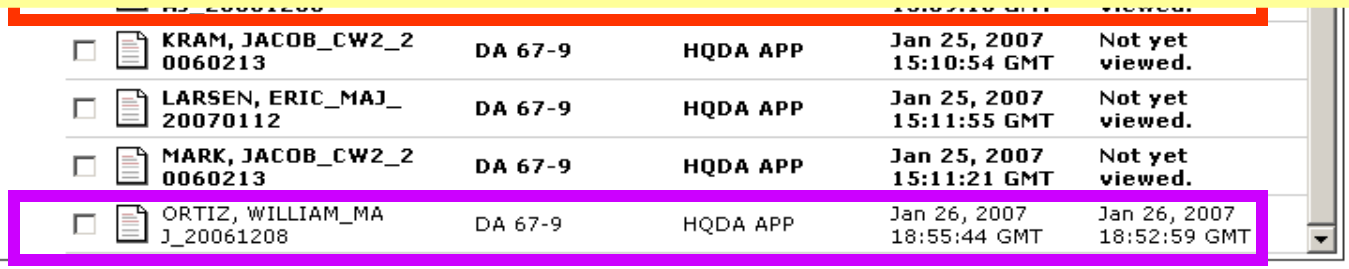
Regardless of notice type, select CONTINUE.

My Forms on Army Knowledge Online - Microsoft Internet Explorer provided by US ARMY PERSCOM

- With a successful submission notice you can view the report in the tracking section of your My Forms portal (under either Inbox or Drafts). The red box highlights a report at HRC for processing which has not been viewed or accepted by HRC.
- The purple box highlights a report that has been viewed at HRC.
- HRC normally accepts or rejects reports within 24-72 hours. If returned for correction the evaluation returns to the senders My Forms Inbox. Tracking shows senders name. HRC sends an email to the senders AKO email address which states a reason for return (what needs to be corrected). Once corrected and resigned, sender resubmits the eval using steps described in these slides.

(Note: Use IWRS to confirm receipt at HRC! Tracking here does not always reflect what you think it does. Other training Sect T.. explains this concept.)

- Evals get date stamped as “received at HRC” once accepted



	KRAM, JACOB_CW2_20060213	DA 67-9	HQDA APP	Jan 25, 2007 15:10:54 GMT	Not yet viewed.
	LARSEN, ERIC_MAJ_20070112	DA 67-9	HQDA APP	Jan 25, 2007 15:11:55 GMT	Not yet viewed.
	MARK, JACOB_CW2_20060213	DA 67-9	HQDA APP	Jan 25, 2007 15:11:21 GMT	Not yet viewed.
	ORTIZ, WILLIAM_MAJ_20061208	DA 67-9	HQDA APP	Jan 26, 2007 18:55:44 GMT	Jan 26, 2007 18:52:59 GMT

Info shown here was pulled during the test phase. At that point we weren’t sure how a form could be viewed before it was sent... (i.e, last OER) For privacy reasons I don’t want to display real time information.

Done | Internet

Start | respond -2.doc -... | OERS-E 3.3 | Inbox - Microsoft... | index2 - Microsof... | My Forms on A... | 12:17 PM

Known Problem with Send to HQDA (the phantom rating official)

Problem: Sometimes when trying to “Send to HQDA” the system will not give a confirmation of success but will present an error message that says, “cannot submit without all rating official signatures.”

Cause: Most of the time this error message is caused because there has been space added to the Intermediate Rater (IR) blocks on the OER. Normally this happens in Form View when someone tabs through the blocks.

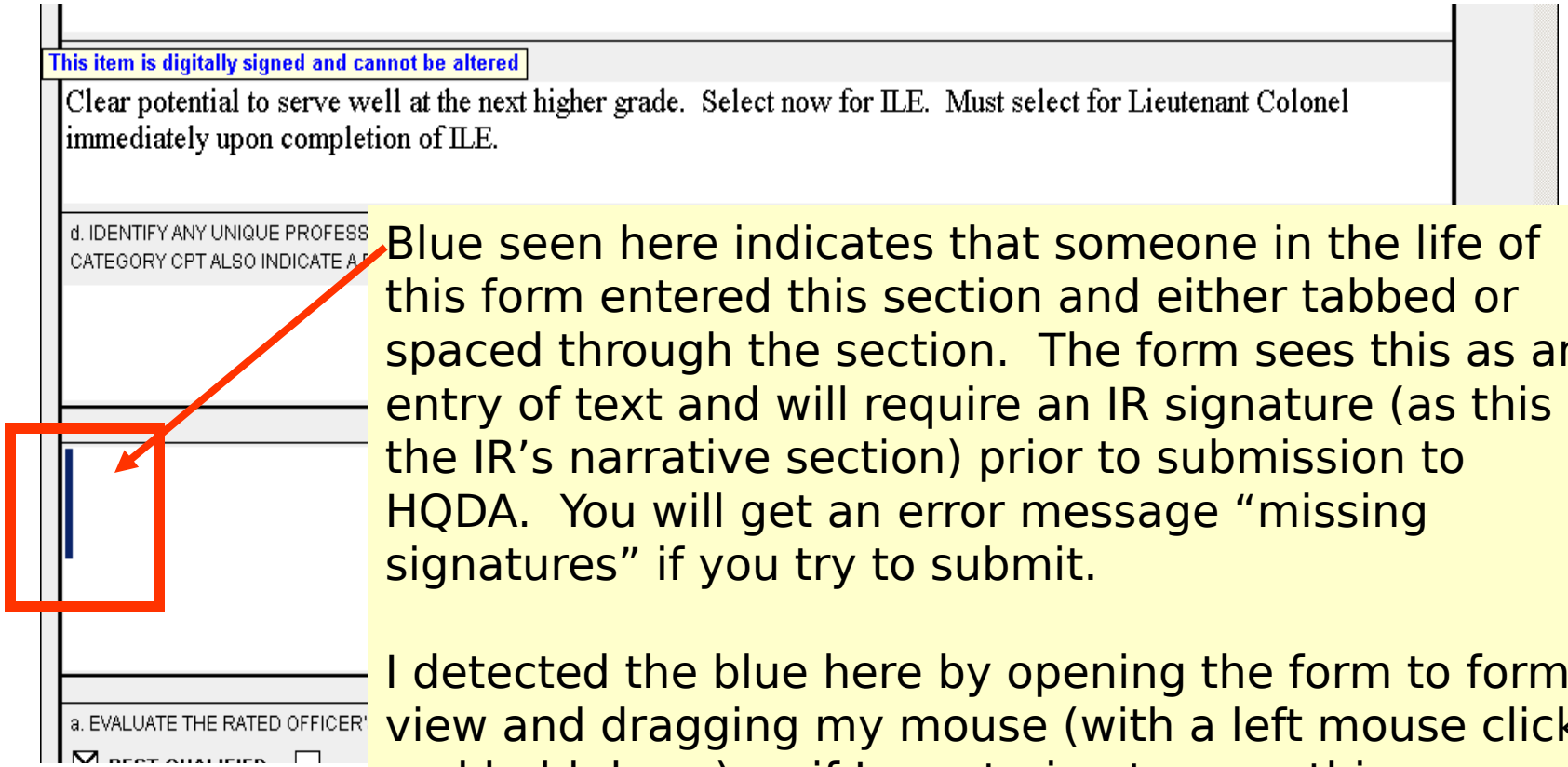
Solution: Go into the form and delete all blank spaces in IR blocks. The cursor should be at left justification. A hold and drag with the mouse will illuminate all spaces that need to be deleted. See next few slides for specific illustrations.

Electronically Submitting to HRC: Common Problem #1 – Phantom Rating Officials

- Sender gets an error message that states…

- Sometimes this message is caused by rating officials who didn't sign the report …
- Most of the time this message is a result of empty (blank) space in the intermediate (IR) rater's section on the OER.

Detecting empty space in an OER's Intermediate Rater's section


This item is digitally signed and cannot be altered
Clear potential to serve well at the next higher grade. Select now for ILE. Must select for Lieutenant Colonel immediately upon completion of ILE.
d. IDENTIFY ANY UNIQUE PROFESS
CATEGORY CPT ALSO INDICATE A
a. EVALUATE THE RATED OFFICER'

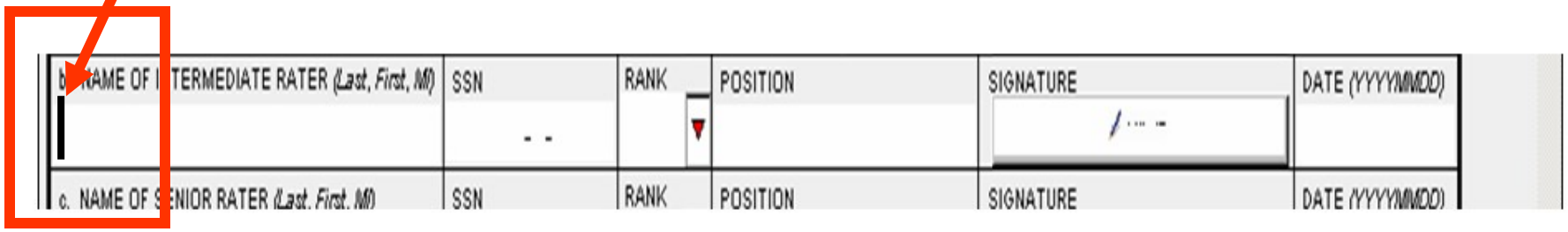
Blue seen here indicates that someone in the life of this form entered this section and either tabbed or spaced through the section. The form sees this as an entry of text and will require an IR signature (as this is the IR's narrative section) prior to submission to HQDA. You will get an error message "missing signatures" if you try to submit.

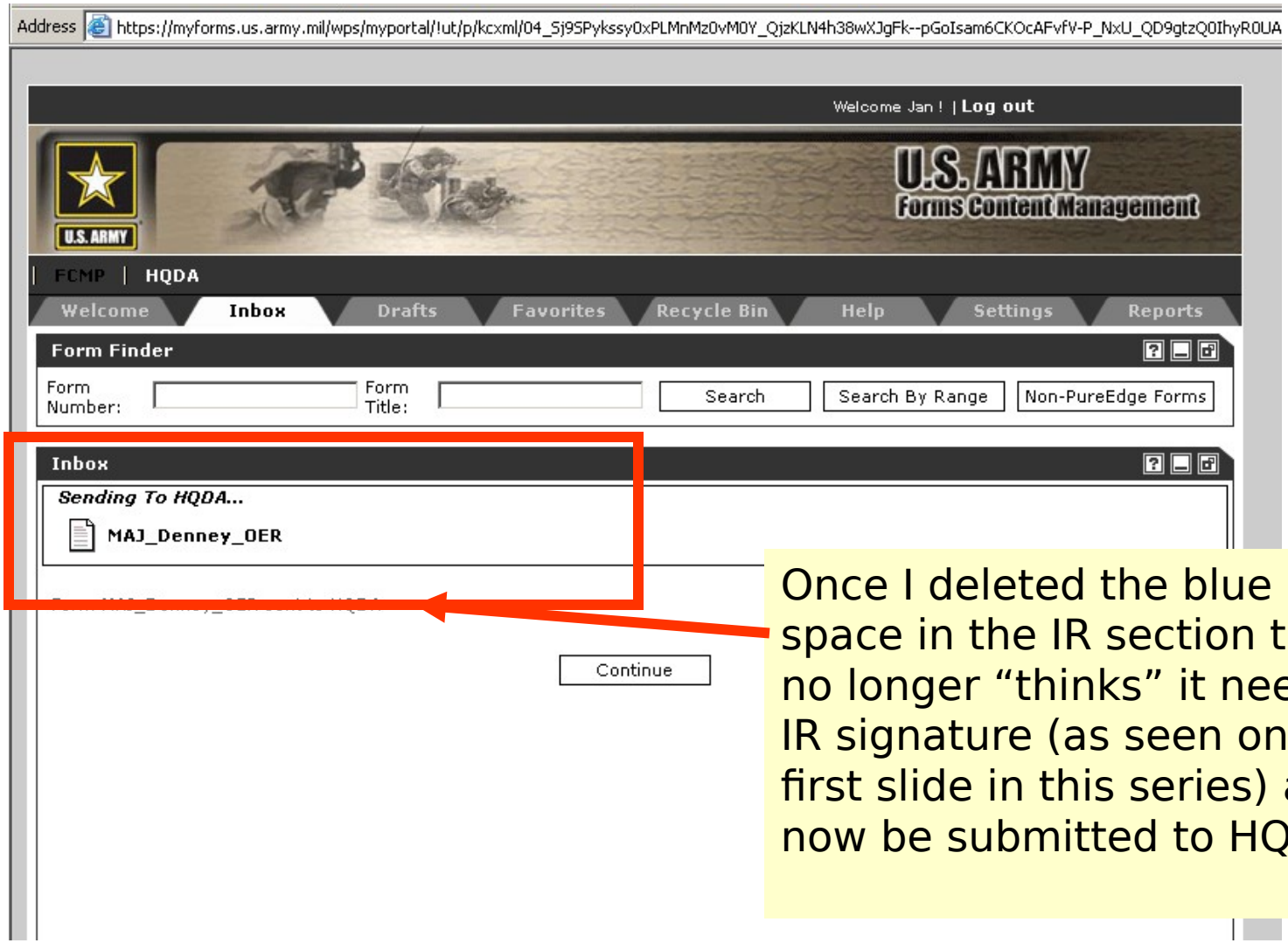
I detected the blue here by opening the form to form view and dragging my mouse (with a left mouse click and held down) as if I was trying to copy this space.

Delete the space so the curser is left justified on the top line.

Front Side: Detecting Empty Space in IR section

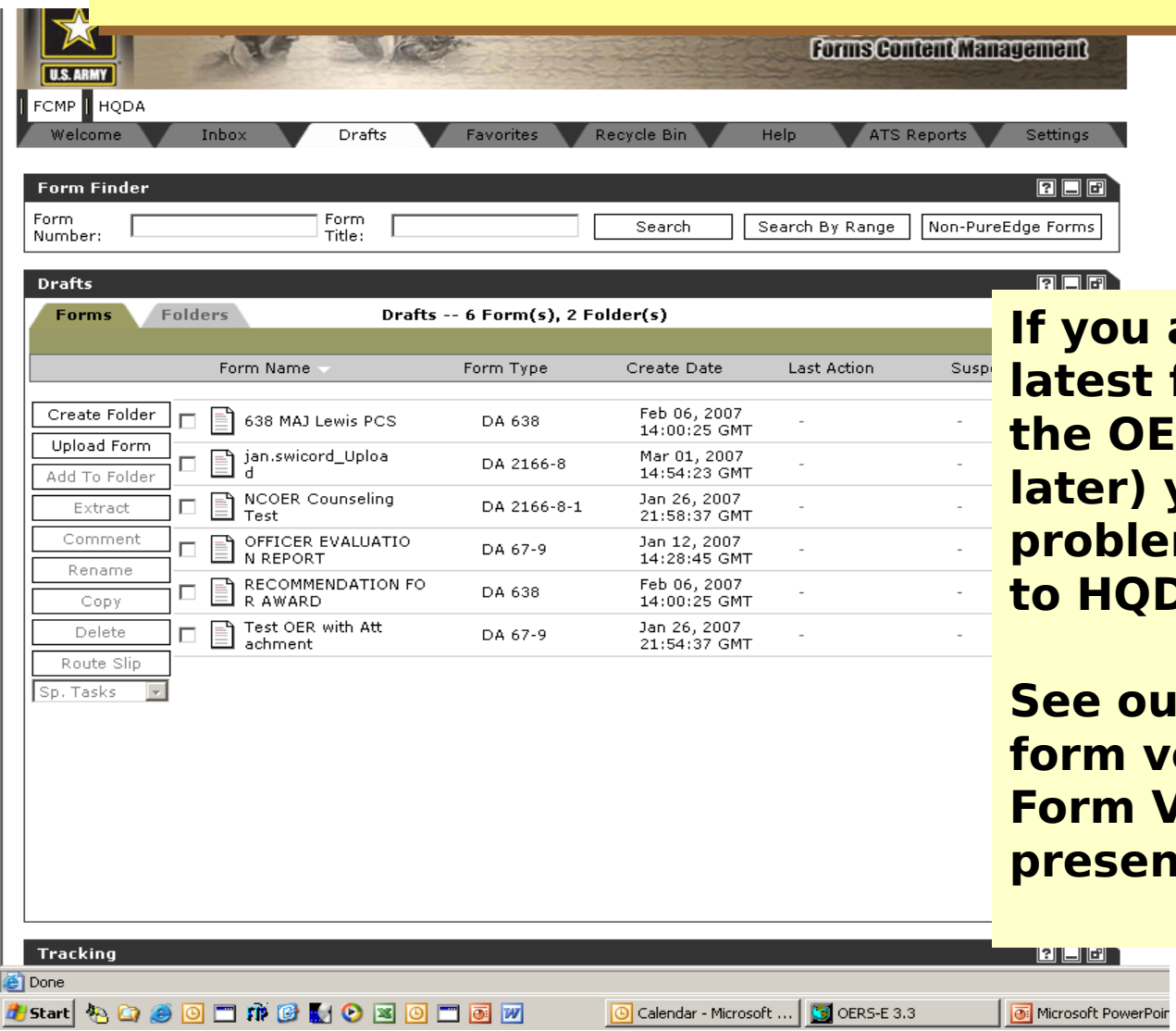
If the curser is not left justified – there is probably empty space that can be deleted in this line. The SSN block should bounce the cursor to the middle of the block.





Once I deleted the blue (empty) space in the IR section this form no longer “thinks” it needs an IR signature (as seen on the first slide in this series) and can now be submitted to HQDA.

Form Versions Have An Impact



If you aren't using the latest form version for the OER (version 6.0 or later) you might have problems with the send to HQDA function.

See our training on form versions: Sect M: Form Versions slide presentation to explain.